



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 3120.1  
FAC  
JUL 13 1995

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 3120.1

From: Commander, Naval Training Center, Great Lakes

Subj: OPERATING PROCEDURES FOR NTC GREAT LAKES FIRE HYDRANTS

Encl: (1) Fire Hydrant Permit Form

1. Purpose. To provide standardized procedures for using hydrants.
2. Background. Improper use of hydrants could be a contamination risk to the potable water supply and could damage the hydrant and surrounding area.
3. Policy. All personnel, including private parties, not attached to the Great Lakes Fire Department and Navy Public Works Center (PWC) Codes 526 and 600 shall follow the administrative procedures detailed by this instruction. All personnel shall follow proper operating procedures for hydrants. *Contractors shall provide their own hydrant wrench and backflow preventer with current certification.*
4. Administrative Procedure. The potential hydrant user shall request permission from the Fire Department to use a hydrant. The Fire Department shall contact PWC Codes 526 and 623 to inform them of the request. When Fire Department permission is given to the user, a backflow preventer and hydrant wrench for use on the hydrant will be loaned to the user.
5. Hydrant Operating Procedure. The hydrant shall be operated as follows:
  - a. Request and receive written permission, enclosure (1), from the Fire Department to use the hydrant.
  - b. Use of a hydrant wrench only is permitted.
  - c. Install backflow preventer.
  - d. Attach hose or piping to the backflow preventer.
  - e. Tighten all caps.
  - f. Open the hydrant slowly until fully open. Hydrants shall only be used in the fully open position.
  - g. Ensure hose(s) attached to the hydrant that are placed in the path of vehicle traffic are completely protected. The protection shall prevent the hose from being compressed and shall be anchored so that it and the hose will remain in place.

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h. To shut the hydrant off, slowly close until firmly seated.

i. Remove hoses, pipes, and backflow preventer.

j. Tighten all caps.

k. Return the backflow preventer and hydrant wrench.

l. Report any problems noted during operation of the hydrant as soon as they are noticed. Examples may include water bubbling up through the ground or the operator nut not turning.

6. Compliance. Any hydrant user found not following the administrative or the operating procedures shall have their rights to use the hydrant immediately terminated.

7. Action. Great Lakes Fire Department: Administer the Fire Hydrant Permit Program, provide notification of hydrant permit issuance to PWC codes 526 and 623, and provide annual backflow preventer certification.

*J.F. Neme*

J. F. NEMEC  
Chief of Staff

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, B, C

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FIRE HYDRANT PERMIT	DATE:
NAME:	DEPARTMENT:
LOCATION OF WORK:	FIRE HYDRANT NUMBER:
EQUIPMENT USED:	PURPOSE:
ESTIMATED LENGTH OF USE:	
SIGNATURE:	
The following shall be adhered to:	
1. Have equipment being used under supervision by user at all times.	
2. Backflow preventer shall be installed whenever the fire hydrant is being used.	
3. Fire hydrants shall be opened and closed using a hydrant wrench only.	
4. Fire hydrants SHALL be fully opened and closed slowly.	
5. All equipment shall be returned to Building 106.	
6. Fire Department to be notified immediately of any and all problems with the fire hydrant.	
7. DURATION OF PERMIT TO BE ESTABLISHED BY FIRE DEPT.	
APPROVED BY:	

